

How do I change an inactive member to an active member?

Michael C. - 2021-11-26 - Membership Management

When an inactive member returns to the club, you can reactivate them making use of the **Inactive Members List**. This situation can arise when a member takes a leave of absence for illness, travel or other reason.

1. To access the **Inactive Members List**, you must go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
3. Now, click on **Member Lists**.
4. You are now on the Active Members List page, where you can browse a list of all currently active members.




Active Members List

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Aaron, Johnathon	Active	70	Change Status Reset Password
		Aaronson, Abe	Active	30	Change Status Reset Password
		Aaronson, Erin	Active	50	Change Status Reset Password
		Adams, Shawn	Active	70	Change Status Reset Password
		Arnold, Kathy	Active	70	Change Status Reset Password

5. To view and edit currently inactive members, click the **Inactive Members List** link under the **Members** header on the left side.

Members

- [Active Member List](#)
- [Other User List](#)
- [Inactive Members List](#)
- [Download the Mobile App](#)

Access your member directory on the go!

Help

- [Support Center](#)
- [On Demand Videos](#)
- [Webinars](#)
- [Submit a Ticket](#)


6. Here, you can view and edit the details of all your inactive members. In order to reinstate a member, click on **Change Status** under the **Action** column.

Inactive Members List

Members per Page: 25 ▾

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member

Email	<input type="checkbox"/> By First Name	Name ▾	Type	Access	Action
		Allen, Janice	Ex Member	70	Change Status Delete Reset Password
		Allen, Kelly	Ex Member	70	Change Status Delete Reset Password

7. This takes you to the change status screen. It now gives you three choices. Click **Active Membership**.

Change Status for Janice Allen

Please choose one of the following options to continue making changes to this person's status.

[Activate Membership](#) Change this person to an Active or Honorary member

OR

[Change Status to Other User](#) Change this Inactive member to an Other user

OR

[Edit Inactive Member Type](#) Edit this member's Inactive member type; e.g. Ex Member, Duplicate, etc.

8. There are now a few options:

- **Membership Type** - This is what type of membership the member would be changed to.
- **Date Joined Club** - This is the member's rejoin date.
- **Date Joined Rotary/Organization** - This is the first date when the member joined the organization.
- **Check Box** - *This is only for Rotary Clubs.* If you do NOT want to notify Rotary International about the change click on this check box.

9. Once done, click **Activate Membership**.

Activate Membership for Janice Allen

Completing this form allows you to move this person to your Active Members list.

Select the new membership type:

Membership Type

Date Joined Club

Date Joined Rotary

- Report this activation to Rotary International
 Do NOT report this activation to Rotary International

Activate Membership

The member is now active. To further edit their profile, look them up in the **Active Member List**.

Related Content

- [How do I edit or change an inactive membership type?](#)
- [How do I change the membership type to honorary?](#)
- [How do I add a new member?](#)
- [Reversing a member termination within ClubRunner](#)